

Tennis & squash

Online Booking – at the club

The computer's left on all the time with the booking sheet showing. If the "Windows" screensaver's showing instead, press any key on the keyboard to re-display the booking sheet.

Using the mouse, click on the date you want to see, on the Calendar (right). Click "earlier" or "later" to go back or forward. From "Activity" (green line) select either "Squash Courts" or "Tennis Courts" then click on the court time you want.

You then see a blue "Select Member" box. Click on the top line of this & start typing your **surname**. A list of names will appear – click on yours. You can, if you wish, select your opponent in the same way. Enter your password* & click "OK". You then see a blue "Confirm Booking ?" box showing what you've booked. Click "OK" to confirm.

Your name will now show on the booking sheet and you'll get an automatic confirmation email & a reminder on the day. If you chose to select your opponent, they'll also get these. Click on "Now" (top left) to return the sheet to today's date.

* Your password is set as (lower case) your 1st initial & surname (e.g. jsmith). To change it, see the "booking outside Waverley" instructions, or ask Neil Porter who'll change it for you, or fix any other problems – big or small !

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To **cancel a court**, click on the time you booked, enter your password in the bottom line of the blue "Edit Booking" box then click "Delete booking" further up. Click "Yes" to confirm.